

CODE:
FLSA: N
GRADE: 9

PRELIMINARY DRAFT PENDING ARCHER ANALYSIS

**CITY OF FOLEY
JOB DESCRIPTION, OCTOBER 2012**

**JOB TITLE: STREETSCAPE TECHNICIAN
HORTICULTURE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, and in coordination with other departments, is responsible for coordinating, scheduling and/or performing streetscape maintenance of Foley's downtown area to include, but not limited to, landscaping maintenance of flower beds, sidewalks, mowing, weed eating, watering, etc. Also performs irrigation maintenance and repair, and carries out other streetscape maintenance duties to keep the downtown area clean, properly maintained, and aesthetically pleasing. Reports to the City's Horticulturist.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates and/or performs streetscape maintenance duties in the City's downtown area.

Performs regular inspections of the downtown area to ensure a highly maintained and aesthetically pleasing streetscape appearance and takes appropriate action to remedy situation, conferring with supervisor on unique or potentially problematic issues.

Coordinates and/or performs general landscaping duties such as weed eating, watering, vegetation control, materials installation, mowing, edging, blowing, pressure washing of sidewalks, as is necessary to maintain an aesthetically pleasing streetscape appearance.

Assists irrigation staff/vendors with maintenance, repairs, trenching, and/or installation of irrigation systems in the downtown area. .

Coordinates and schedules necessary work and/or maintenance in the downtown area with other City departments and/or outside vendors as may be necessary.

Works with supervisor to carry out special horticulture projects in the downtown area as may be necessary.

Makes recommendation to the supervisor for improvements to the downtown landscaping area(s) and offers up suggestions/ideas for improving the overall aesthetics of the area.

Receives and/or reviews information such as landscaping drawings, new product information, quotes, event schedules, etc.

Prepares and generates information such as maintenance programs, equipment requirements, quotes and prices.

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In coordination with supervisor, orders supplies as may be necessary in the scope of work.

Works safely with landscape tools and equipment in the performance of job duties.

Operates a variety of landscaping equipment and tools such as mowers, weed eaters, blowers, pressure washer, rakes, blowers, etc. keeping it well maintained and operable.

Reports to Supervisor on a regular basis to discuss work assignments and priorities. Attends meetings and other organizational functions as required.

Interacts and communicates with a wide variety of groups and individuals to include supervisor, co-workers, other city departments, vendors, downtown merchants, citizens and the general public.

Receives and/or reviews information such as Supervisor requests, emergency situation requests, preventative streetscape maintenance, word of mouth requests and self-generated ideas.

Prepares and generates information such as inventory lists, work order lists, planning and special event calendars, preventative maintenance lists, etc.

Refers to the repair and operator's manual for landscaping equipment, diagrams, work orders, emails, verbal orders and weather reports.

ADDITIONAL JOB FUNCTIONS

Assists gardeners in the performance of their daily duties as assigned.

Assists in the greenhouse operations and other miscellaneous horticulture duties as assigned.

Works various hours/shifts, including weekends and holidays to accommodate the City of Foley.

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma and a minimum of two to three years of experience in the maintenance and/or landscaping maintenance or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have a driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of landscaping equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, stoop, pull, reach or otherwise move objects. Work involves walking and standing for periods of time. Must be able to lift/carry weights of forty to sixty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

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Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to perform arithmetic such as circumference, angles, pairs of angles, properties, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make coordinated movements with fingers, hands, arms, legs and feet e.g. auto driving, fork lifting, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to match specific shades, pitch, shapes, flavors, e.g., landscaping, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.